

Undercurrents



The Navy's MWR Newsletter



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From the Director:

The below article published in the IMCEA says it better than I ever

could. A lot of credit to go around and more to come I am sure. Keep up the great work.

"It was the best of times. It was the worst of times." Charles Dickens' words from *A Tale of Two Cities*, written almost 200 years ago, still resonate today and probably best summarize the year 2001 for the country and Navy MWR. It was the best of times because MWR people around the world rose to the challenges posed by our President and Navy leadership. As a result of their efforts, MWR gained the recognition it deserves as a major force in supporting Sailors and their families worldwide. Of course, it was the worst of times as we struggled to help each other recover from the tragedies of September 11.

Navy MWR's operating philosophy is best captured in our new motto: **Mission First...Sailors Always**. Our underlying mission is to provide tangible proof in everything we do to show that the Navy really believes in this philosophy. MWR's goal is to **WOW** Sailors and their families with new and innovative programs that help Sailors and their families feel even more connected to the Navy. We do this by being "QBC" or "Quicker, Better, Cheaper." An 80% solution that is 100% executed always beats a 100% solution *never* executed!

The significantly increased demands placed on our people to support *Operation Enduring Freedom* encouraged us to increase the pace of change in MWR. Many of these changes were already underway but were expedited to meet the sustained demands of a force deployed on a wartime footing. Stories continue to flood into our offices about the extraordinary initiatives undertaken by MWR professionals to help our worldwide customers. From re-scheduling weddings to off base locations, operating childcare centers for longer hours, getting equipment, programs or entertainment to remote locations, or just making themselves readily available to Sailors and their families, MWR remains at the forefront in supporting the Fleet.

Taking care of people is what MWR is all about. Now more than ever, we understand that Navy Sailors and their families need us to care for their human necessities while they fight the war against terrorism...staying focused on the human level and caring for our customers is critical to MWR's mission. This is truly what our customers deserve and should expect from MWR.

Besides the normal outstanding programs that MWR provides locally every day, MWR has "raised the bar" in a wide variety of areas. In response to the critical needs of Sailors at sea, Navy MWR

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continues to upgrade, replace, and enhance shipboard physical fitness equipment that is worn out through round-the-clock use. Additionally, MWR is placing professional civilian Afloat Fitness Directors and Afloat Recreation Specialists on all aircraft carriers and amphibious assault ships. These highly motivated professionals live and work on board (in port and underway) and provide fitness and wellness-enhancement programs.

Navy MWR personnel have also been at the tip of the spear, side by side with our deployed Sailors. HQ "Tiger Teams" have been on 30-60 day rotations for on-site teaming with NSA Bahrain and 5th Fleet supporting Sailors and other service members in remote sites to make sure that they also have access to MWR opportunities.

Navy MWR had some fun with the Fleet with Operation HO HO HO (Helping Our Heroes Overcome Holiday Obstacles). Each ship and ground unit in the Middle East, along with our CONUS fleet concentration areas, received an assortment (kits) of Thanksgiving, Christmas, New Year's, and Super Bowl decorations. Each kit also included a variety of special event giveaways, such as small handheld battery operated fans, 6-ft. stockings stuffed with electronic games, T-shirts, and holiday stuffed animals....

The Navy Motion Picture Service (NMPS) portion of the MWR team has also been taking extraordinary care of our Sailors deployed to remote locations with its Theater-In-A-Box system. Each unit consists of a portable video projector, screen, sound system, tape player, 288 movie tapes (the equivalent of 18 monthly movie shipments), and all the necessary cables and wires. This system comes in a very compact box that weighs only 200 lbs. Three of these units have been sent to deployed forces in Bahrain and two units have been assigned to isolated and remote sites around Bahrain. Based on positive results, we will be purchasing additional units for isolated deployed forces.

As part of Military Family Appreciation Week, more than 16,000 Sailors and their families attended free special screenings of the box-office, record-setting movie *Harry Potter and the Sorcerer's Stone* on Thanksgiving day and the day after. Presented by MWR's Navy Motion Picture Service and Warner Brothers, the exclusive showings for families of the deployed *USS John C. Stennis (CVN 74)* Battle Group and other families were held at Naval Station San Diego, and Naval Air Station, North Island. Screenings also took place in Groton, CT, Little Creek, VA, Bangor and Whidbey Island, WA, and Pensacola, FL areas....

Navy Motion Picture Service has also developed a Sneak Preview Program, providing base theaters with the opportunity to exhibit certain selected films prior to their commercial premiere. Recent examples included the world premiere of *Behind Enemy Lines*, *The Majestic*, and *Jimmy Neutron: Boy Genius*.

Navy MWR has made every effort to ensure that Sailors and their families stay connected during the Holidays. Navy MWR developed commercial sponsorship agreements with AT&T, with the assistance of the Navy Exchange, to provide a variety of special phone services. A total of 18,000 free 10-minute prepaid telephone calling cards were made available and continue to be issued to all activated Navy Reservists. An additional 413,400 free 15-minute prepaid, long-distance, telephone calling cards have been shipped to every Navy command to ensure that every Sailor receives a card. Navy MWR sponsored a "Let Freedom Ring" program on December 23 & 24, which provided Sailors and Marines serving aboard deployed ships, penny-a-minute personal telephone service during the 48-hour period. Shipboard personnel are normally charged a dollar-a-minute to place shipboard personal telephone calls.

In 2001, MWR developed several promotional contests to build morale among Sailors and their families. For example, the Garth Brooks concert at Norfolk was a great success. Seven Navy families from around the world won the Garth Brooks MWR Essay Contest and attended the nationally televised concert held aboard the *USS Enterprise* in Norfolk, VA, the day before Thanksgiving. The Navy families submitted essays on *Why We're Proud to be a Military Family*. With the tremendous response to and success of the first contest, MWR sponsored another contest that sent 10 lucky Sailors and their guests to celebrate New Year's Eve in New York City. On December 28, winners and their guests arrived via limousine at the world-renowned Plaza Hotel. During their visit they celebrated New Year's Eve atop the Marriott Marquee in Time's Square, attended a Broadway show, experienced the Rockettes at Radio City Music Hall, attended one of the city's many television talk show tapings, and enjoy many other splendors of New York City. In 2002, MWR will be offering even more exciting promotional opportunities for Sailors and their families.

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In our continuing effort to stay in touch with our customers at all levels, MWR surveyed Navy leadership (CO's/OIC's and CMC's) of all units afloat and ashore in 2001 on their attitudes and perceptions towards MWR programs. The results indicate that Navy leaders have extremely positive perceptions of all aspects of Navy MWR programs....We will continue to analyze our customer feedback to ensure that our programming is matching up with the needs of the Sailors and their families. In 2002, we will survey Navy family members.

So what's in store for 2002? More programs to reach out to families. More partnering with Navy Fleet and Family Support Centers and other QOL programs. More support for deployed Sailors and Sailors in remote locations. More innovative programming. Better marketing to display the value of MWR programs at all levels. More promotional contests. More ways to make people feel special about belonging to the Navy family by providing benefits not available on the outside. Quicker response times to meet needs of patrons. Constant challenge and change. The fun is just beginning!

The buzzword for MWR has always been and always will be flexibility. Rapid and radical change is a part of our normal, everyday life. However, this is a new era and MWR is in a unique position to help support the mission, Sailors, and their families in so many ways...**Mission First...Sailors Always**. It's not just a motto to Navy MWR – it's our way of life!

CAPT Carl Albury

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2002 PAY ADJUSTMENT...The President issued an Executive Order increasing the Cost of Living and Locality Pay for paybands NF-3 through NF-6. The NAF paybands have been adjusted to reflect a 3.6 percent cost of living adjustment (COLA) and an increase in locality pay (locality pay does not apply to NAF employees in overseas locations). Locality pay and COLA are not mandatory for NAF payband employees. Local Commanding Officers have the option of implementing pay raises up to the maximum amount of the combined "net" increase (i.e., COLA + locality pay increase) for their respective wage area for NF-03 through NF-06 payband employees. If approved, the net pay increase is effective the first day of the first full pay period on or after January 1, 2002. Detailed guidance on the 2002 pay increase for CONUS and overseas activities can be found at www.mwr.navy.mil/mwrprgms/personnel.htm. For additional information, please contact P653D or P653C.

180 DAY WAIVER SUSPENDED...President Bush declared a proclamation of a national emergency on September 14, 2001. Title 5, USC, Section 2236(b)(3) allows the appointment of a retired military member to a position in the civil service in the Department of Defense (including Nonappropriated Fund positions) during the period of 180 days immediately after retirement from active duty. Therefore, activities may forego the waiver normally required to hire retired military members within 180 of retirement from active duty. For additional information, please contact P653D or P653C.



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ANNOUNCING NEW STAR SERVICE AMBASSADORS

Congratulations and a warm welcome to the following newly certified Star Service: AECR facilitators: Sharon Foster (WPNSTA Seal Beach); Jean Anderson and Jonathon Sims (NAWS China Lake); J. Aaron Linde (NAS Fallon); Diana Anderson and Juan Osorio (NAVSTA San Diego); Jenna Ettlich (NAVPSGCOL Monterey); and Jessica McFarlane (Fleet ASW, San Diego). These individuals were certified in San Diego in early December and three of them have already facilitated their first class!

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LEADERSHIP SKILLS FOR MANAGERS (LSFM)...The new Leadership Skills for Managers (LSFM) course was conducted for 15 Navy and Marine Corps field course managers the week of January 7-11 in Millington. As a result of the course, we will be able to conduct the new LSFM course for MWR managers worldwide this fiscal year.

Navy course manager attendees were Kristen Kea (NAS Jacksonville); John Kinnamon (CFA Yokosuka); Chip Kreisman (NAVSTA Rota); Mick McAndrews (NAVSTA Pearl Harbor); Steve Miller (NAF Atsugi); Tammy Olenski (CINCLANTFLT); Megan Ryan (NAS Sigonella); Cynthia Uehara (CFA Okinawa); and Chris Warthen (West Sound Community Services Bremerton).

The course managers from this course will ensure maximum coverage of MWR leadership training throughout Europe, the Far East, Hawaii, and CONUS. The LSFM course will be offered Navy-wide beginning in February 2002. Be on the lookout for a course near you. If you would like to request an LSFM, contact

STANDARDS FOR TRAINING...Many of the courses offered through NPC resources are now required both by BUPERSINST 1710.11C and the recently published standards for MWR programs. Let us help you improve your standards score by getting you and your staff trained. Check the MWR website often to see when and where courses are offered (www.mwr.navy.mil). If the schedule doesn't meet your needs, chances are we can arrange to have a course conducted at your base. You only need to cover the cost of travel and per diem for the course manager/instructor.

SPEAKING OF STANDARDS...Did you know you can find the standards on the MWR website? Go to www.mwr.navy.mil, look in Training/Star Service and click on the page for PET team standards. Standards drafted by the PET teams and the standards used for the recent data call can be accessed on that page – just scroll to the bottom of the page for the MWR IPT Standards. Want to see how the whole Navy did on the data call? If you don't already have the scores, contact your Major Claimant MWR representative – they have all the scores.

KSA, THE EASY WAY...The Star Service Field Support Team recently piloted a Keeping the Skills Alive (KSA) certification teleconference session with two Star Service: AECR facilitators in the field. This teleconference certification is designed so that it quickly and cost effectively communicates the information facilitators need to lead KSA training at their bases. KSA sessions are quick, 20-30 minute refresher modules on the Star Service: AECR concepts and skills that can be used to meet "just in time" training needs or can be incorporated into monthly/quarterly customer service training. Special thanks go out to Maria Medina at NAS Corpus Christi and Suzanne Giersch from the Mid-Atlantic Region for participating in the teleconference pilot. Contact the Star Service Field Support Office if you are interested in hearing more details.



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CDH EQUIPMENT...PERS-659 will be shipping replacement CDH marketing items as soon as the President signs the budget. CDH Directors should watch the mail for a large shipment of CDH marketing items from Shumsky to arrive this Spring. The items for newly certified CDH providers include flags, but commands will still need to purchase the flagpoles and hardware or other means of hanging the flags. Items purchased for each new provider include a plaque, T-shirt, canvas tote bag, key chain, magnet, pen, and outlet covers. Additionally, we are purchasing CDH Aprons for providers and CDH car magnets for CDH staff. The new POC for Navy CDH is Kim Bernard. Her e-mail is kim.bernard@shumsky.com. Both staff and/or current providers can also purchase any other logo-imprinted items from Shumsky themselves.
P659F

DEFENSE AUTOMATED PRINTING SERVICE...PERS-659 has sent the following items to DAPS for printing and you should watch for these items to arrive at your command: Healthy Kids Keep Everybody Healthy, CDH Provider Handbook, CDC Care-giver Handbook, CDC Large and Small Training Certificates, CDH Large and Small Training Certificates. PERS-659 prints these items once a year, as well as the CDH Marketing Brochure and PERS-659 Program Aides (e.g., Transition Times, Family Style Meals, etc.) required for orientation training. If you run out of any item before you receive a new shipment, please call us at any time during the year and we'll mail you more. The CDC, CDH, and Child Abuse Modules are currently being updated and revised. This is a Joint Services project but we hope to complete them by October 1. Until then, if you run out, please reproduce the modules locally.

NATIONAL PROVIDER APPRECIATION EVENTS...Friday, May 10, is National Provider Appreciation Day. CDH Directors should plan on staging another successful event such as they did last year and hang up the banners again to gain base-wide recognition. In order to give commands flexibility, if there is a scheduling conflict with May 10, you may plan your event any day during that week. The 2002 Provider Appreciation Declaration and details can be found at www.providerappreciation.org. Examples of successful events (e.g., picnics, open houses, carnivals, pot luck dinners, etc.) can be found on the CDH web-page. Be sure to get the parents involved again this year (e.g., letters of appreciation, "thank you" notes, etc.).

CDH DIRECTOR TRAINING FOR 2002...Navy CDH training will be held on March 20-21 in conjunction with the Quality Care For Children National Family Child Care Convention, March 21-24 in Atlanta, GA. Details for registration, lodging and the draft agenda are on the web page. We will have several excellent presentations as well as a participatory session on new ideas to expand CDH and retain providers. Find out information about the National Convention at www.qualitycareforchildren.org.

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MILITARY HOME ACCREDITATION (MHA)...The link to the Army (Accrediting MHA Agency) web-page on the Navy CDH web page is up and running again! This will help CDH staff and providers download clear copies of the MHA application, self-study, parent surveys, etc. The site also provides information on the advantages of MHA for military providers. We now have 28 Accredited Providers including 2 Star Providers! There are also 23 candidates awaiting a validation visit. San Diego CDH is still ahead! Keep up the great work! This is a winning initiative for providers, parents, and children!

CDP NAF CAREGIVER PAY...On December 28, the President signed an Executive order to implement the January 2002 pay adjustments Section 646 of the Treasury and General Government Appropriations Act, 2002 (Public Law 107-67, November 12, 2001). This order provides for an across-the-board increase of 3.6 percent in the rates of basic pay for the statutory pay systems - the General Schedule (GS), the Foreign Service Schedule, and certain schedules for the Veterans Health Administration of the Department of Veterans Affairs.

In accordance with DoD 1400.25-M, SC 1405 Appendix 3 and BU-PERSINST 5300.10, non-appropriated fund (NAF) child care provider series 1702 are required to be paid in accordance with the applicable general schedule pay scale incorporating locality. The minimum pay for CC-I (GSE-2 and 3) is GS-2 step 1 and the minimum pay for CC-II (GSE-4 and 5) is GS-4 step 1.

DoD Inspector General (IG) investigated Army/Navy/Air Force/Marine Corps NAF caregiver series 1702 pay. While the Navy had less than 20 discrepancies, to ensure total compliance, please ensure that NAF caregiver series 1702 are paid at the appropriate level. Additionally, for recruiting and retention purposes, it is recommended that all NAF CDP 1701 series employees are paid comparable to their general schedule counterparts (reference CNPC CDP Functionality Assessment Guidebook of August 2000). PERS-659C and PERS-653C

CONSIGNMENT ANYONE?..Rick Lubbers, Auto Skills Manager for NTC Great Lakes, submitted the following information on a consignment agreement worked out with NAPA auto parts. The preliminary results have been "win-win" for all involved!

"We have awarded (locally) a contract to consign retail merchandise from the local NAPA store. We are stocking their standard products on our shelves (e.g., oil, filters, clamps) and have look-up and ordering capabilities via a computer link directly with the store. NAPA delivers our parts directly to us -- again on all on consignment. This is a win-win situation for all.

We are still in the process of working all the bugs and kinks out of the system, but a BIG ADVANTAGE so far has been the nationwide warranty as our patrons tend to be mobile. This works out great for them giving them the ability to walk into any NAPA store for replacement or refund."

Rick will be happy to provide anyone interested with a copy of the contract and any associated documents.

"This is what the Auto Skills program has needed for a long time. Our job is to empower the Sailors with knowledge and skill. Continued training of this caliber is a must for the success of this program for the 'New Generation' of patrons and automobiles."

Lanny Meekins, NAS Oceana

"I can start giving my customers the knowledge they deserve."

Doug Ikeda,
NAVSTA Pearl Harbor, HI

"The entire course was beneficial...best interactive training I've ever had."

George Zygmanskiak, NWS Earle

LOGO CONTEST

For those of you participating in the Auto Skills Logo contest, the submission deadline for all entries was January 30. Look for the results to be announced soon.

DIAGNOSTIC SCANNER TRAINING SUCCESS...On the left are a few examples of the feedback we received from the managers who attended the "Train The Trainer" course in Norfolk, VA. NPC funded the purchase of scanners for 49 CONUS Auto Skills programs that either didn't have the equipment or had an outdated version. As part of the contract, training was held at NAS Oceana to train 12 of our Auto Skills brethren to become trainers on this new equipment. A complete list of the managers (trainers) in attendance is listed below. With each trainer we have listed their contact number and the bases that are closest geographically. They are not divided up by Claimant, Region or any other criteria other than ease of access to the training. Trainers will contact all bases within their purview and identify any upcoming training that will be offered. Bases are encouraged to contact a trainer in their area and identify training opportunities close by or schedule training at their own base.

Southwest (California, Nevada)	Kirk Jones Ron Fernandes	NAF El Centro, NAS Lemoore, NSB San Diego, NB Ventura County (Pt. Hueneme), NB Ventura County (Pt. Mugu), NAVSTA San Diego, NAWS China Lake, NSB San Diego, NAS Fallon
Mid-Atlantic	Lanny Meekins Joe Beza Paul Schooner	NSWC Dahlgren, FCTC Dam Neck, NAB Little Creek, NWS Yorktown, NAVSTA Norfolk, NSY Norfolk, NSGA Northwest, NAS Oceana, NWS Yorktown (Cheatham Annex), SCSC Wallops Island, NSGA Sugar Grove
Southwest (Texas)	Jacob Garcia	NAS Kingsville, NAVSTA Ingelside, NAS JRB Fort Worth, NAS Corpus Christi
Northeast	Kurt Benson George Zygmanskiak	NAS Brunswick, NSB Groton, NAS Patuxent River, NSWC Indian Head, NAVSTA Annapolis, NSGA Winter Harbor, NSY Portsmouth, NAES Lakehurst, NWS Earle, NSA Mechanicsburg, NAS Willow Grove, NAVSTA Rhode Island
Northwest	Steve Sternick	PSNY Bremerton, NAVSTA Everett, NSB Bangor, NAS Whidbey Island
Southeast	Charlie Taylor Steve Denhauer	NSB Kings Bay, NAS Atlanta, NAS Jacksonville, NAVSTA Mayport, CSS Panama City, NAS Pensacola, NAS Whiting Field, NAS Meridian, NCB Gulfport, NAS JRB New Orleans, NSA New Orleans, NWS Charleston, NTTC Corry Station
Hawaii/ Guam	Doug Ikeda	NAVSTA Pearl Harbor, PMRF Barking Sands, NAVMAG Lualualei, NCTAMS EASTPAC, US Naval Forces Marianas

It is our intent to continue to provide training opportunities where we can train our own managers to become trainers. Suggestions for future training included Vantage and Scope training; OBDII continuation (part 2 of training); and Asian Scan Tool training. We are looking for more input to help us determine where we should take this next. Feel free to send in your comments.

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NATIONAL KIDS DAY PAY-OFF

Congratulations to the following Navy Boys & Girls Club affiliates for their participation in conducting a National Kids Day this past August: NAVACT London; NAVSTA Naples; NAVSTA Sigonella; NAVSTA Pearl Harbor; and NAS Oceana

For the effort, each program received \$500. Don't forget to put this year's National Kids Day 2002 on your calendar and start planning ahead.

SUMMIT 2002

Plans are now in the works for Teen Summit 2002. We will hold back on the specifics until we have confirmation on a few things but we can tell you that we will be using the same format that we have in the past for selection of participants. First time attendees at last year's summit will also be eligible to return. Now would be a great time to start identifying outstanding teens within your program and let them know about the summit process to whet their appetite. It will give you a head start for when the official announcement arrives.

For those of you with teens on your base that attended last year's summit, we'd also like feedback on how they (the teens) are progressing on their community project commitment.

NAVY YOUTH TRAINING UPDATE...Included in the Navy Youth Training in Virginia (April 30 - May 2) will be the following: A session put on by B&GCA focusing on teen programs; a focus group comprised of B&GCA regional service directors and youth directors which will discuss ways to strengthen our current partnership [If you are interested in participating in the focus group let us know (you must be affiliated though)]; Sessions on outdoor recreation in youth and teen programs [some of this will include active participation in activities such as Alpine Tower exercises, team-building, etc]; Sessions by Jim Atkinson, a.k.a. "Mr. Happy" focusing on three separate areas -- leadership, team-building, and program ideas. If you are not familiar with Jim's work, this is a must see.

Also included will be socials, site visits, and working groups. We'd love some topic ideas from you folks on what you'd like to discuss...ideas anyone?

The announcement for the Navy Youth Meeting should be out at the end of January. If you need more information before then, please contact us.

NSACA TRAINING UPDATE...PERS-659 will be conducting School-Age Care Training March 5-6. The goal of this event is to provide general Navy SAC Program training and give a review of what has happened in the last year. An agenda will be forwarded to participants upon receipt of registration.

This workshop is specifically designed for SAC Directors or Recreation Assistants working in the SAC Program. All Navy SAC Coordinators are encouraged to attend. Visit www.mwr.navy.mil and hit the training or youth link to get the actual announcement.

NEW INTERNS AT NPC...To help with upcoming youth and teen projects this year, PERS-659 has two new interns. Stephanie Colvard will be setting up a teen scholarship program for the summer months. Similar to what we did last year with the Woodward scholarships, this program will expand to offer a number of different camp opportunities targeting the same demographic. However, where Woodward reached just 10 teens last year, our goal is to get 60 teens participating this time around. Just a few of the ideas researched so far include; photography camp in Hawaii, snowboarding camp (yes, in the summer) in Oregon, soccer camp in New York, adventure camp at Sea World Texas, and a Space Camp in Huntsville, Alabama. Stephanie will be researching these and exploring other ideas as the program progresses. If you have other ideas, let us know.

Jennifer Francomb will be organizing a teen outdoor adventure camp in the Northwest for this summer. This offshoot of last year's successful camp held in the Norfolk region will incorporate the lessons learned from that experience into a format that best utilizes the area's natural outdoor recreational opportunities.

Both interns will be located in our office. Stephanie will be with us for the next nine months and Jennifer for two months before heading out to the Northwest.

**SPECIAL DEAL AT
KILLINGTON, VT**

This season, members of the U.S. Armed Forces can ski or ride Killington/Pico for \$35 a day with the new Armed Forces Card. The card allows Active Duty, Reserve, National Guard, or Retired members of the U.S. Armed Forces to purchase a lift ticket at any ticket window any day Sunday through Friday, non-holiday, at the reduced rate simply by presenting the card and a valid military ID. The fee is \$25 if the card is purchased online or at Killington. To receive a card order form from Killington, contact Mike Clifford at 802-422-6957, mclifford@killington.com or Barry Speare at 802-422-6132, bspeare@killington.com. Cards purchased online or in person at the resort and may be picked up at the Killington Edge Center in the Snowshed Base Lodge from 9 a.m. – 3 p.m. daily. Cards can be purchased from participating ITT offices for \$10.00. Is your ITT Office playing in this?

NAVY ADVENTURE RACING STANDARDS UPDATE...

Outdoor Recreation Specialists were invited from Navy bases worldwide to set the standards for MWR Adventure Racing. The meeting was held in San Diego on December 4. While the standards aren't complete, they are well on their way to being finished. Those in attendance were:

Mike Bond, NAVSTA Norfolk, VA; Stephanie Feagin, NAVATA Mayport, FL; Corey Franken, NAVSTA SW San Diego, CA; Brenda Lammie, NAVSTA SW San Diego, CA; Patrick McEachin, NAS Lemoore, CA; Bill Moore, NAVSTA Mayport, FL; and Rick Harwell, NPC Millington, TN

Here is an example of what we came up with:

Adventure Race Definition

A. Adventure Racing is a combination of multiple human-powered distance sports completed by teams in a backcountry setting.

B. The competitions are for the sake of fun, physical fitness, and the chance to test one's limits in an outdoor environment using outdoor skills and outdoor gear.

C. Teams are an integral component to adventure racing in that they introduce the team dynamic. Often teams are also utilized as an extra safety precaution for backcountry races.

Race Components**A. Race Formats**

Continuous and staged races are both acceptable formats.

1. Continuous Races

A continuous race begins the race time at the race start. Teams complete the race disciplines in order moving from one leg to the next in a continuous flow. Race time stops when teams finish the course.

1. Staged Races

Staged races allow teams to compete in race disciplines one at a time with a break in between. Often the race time is calculated using discipline/leg times or points to ascertain race ranking.

A. Race Length.

1. Continuous races, race times are 20 or more hours

2. Staged races utilize a two or more day format

A. Race Disciplines

1. Race disciplines must be human-powered outdoor activities

2. Each race contains a minimum of four different disciplines

We are still working on the following elements and expect that we can complete them before February 13: Host Site; Race Course; Risk Management; Pre-Race Information; Volunteers; Marketing & Sponsorship; Teams; and Other Considerations.

HEROES SALUTE PROGRAM AT UNIVERSAL ORLANDO...

Universal Orlando has decided to include all Reservists and National Guard in their free admission offer. Originally only those with orders were permitted free entry. Their POC is Valeri Johns, Marketing and Sales at 407-363-8217 or valeri.johns@universolorlando.com.



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THE TOP ATTENDANCE AT 35MM THEATERS...FY-01 showed an overall worldwide increase at NMPS 35mm theaters. Attendance is up 71,039 from FY-00 with 2,648,113 admissions worldwide in NMPS theaters from October 2000 – September 2001. The Top Ten Navy NMPS Theaters for attendance in FY-01 were:

1. Lowry Theater, North Island, CA
2. Benny Decker Theater, Yokosuka, Japan
3. NAVSTA Movie Theater, San Diego, CA
4. Gateway Auditorium, Rota, Spain
5. Fleet Theater, Yokosuka, Japan
6. Reel Time Theater, Naples, Italy
7. MWR Theter, Sigonella, Italy
8. 99Cent Theater, Little Creek, VA
9. Showboat Theater, Sasebo, Japan
10. Box Office Cinema, La Maddalena, Italy

If you have any questions or need further clarification regarding attendance, please contact PERS-650D.

“BLACK HAWK DOWN” SCORES WITH NAVY AUDIENCES...During the January 18-20, twenty-four Navy and Marine Corps base theaters hosted free sneak preview showings of the highly acclaimed Sony Pictures feature *Black Hawk Down*. Not since the *Harry Potter* screenings has a movie generated such interest and strong reaction as this film did.

Black Hawk Down is the true story of the Battle of Mogadishu, the longest sustained ground battle involving American soldiers since the Vietnam War. An elite force of American Delta units and Ranger infantry are sent into Somalia to capture two top lieutenants of a renegade warlord. During the mission, two UH-60 Black Hawk helicopters are shot down. What was planned, as a one-hour operation becomes a fifteen-hour battle, as the U.S. soldiers must struggle to regain their balance while enduring heavy gunfire. *Black Hawk Down* opened exclusively in New York and Los Angeles on December 28 and opened in theaters nationwide on January 18.

At some of our base theaters lines started to form at 1200 for showings at 1800. Overall, participating theaters reported attendance in excess of 90% capacity with an estimated 23,000 patrons, making this the most successful of the sneak previews to date. The movie had a powerful effect on many of the attendees, as reflected in some of the comments recorded: “Best war movie I’ve ever seen;” “What an awesome movie – puts you right in the middle;” “Powerful movie;” “Realistic...shocking and humbling.” One of our theater managers reported, “At the end of the movie there was silence – something I had never witnessed before.”

Next up will be sneak previews of *Collateral Damage*, the new Arnold Schwarzenegger movie, on February 6. This feature is scheduled to open nationwide on February 8.



FACILITIES & ACQUISITIONS BRANCH

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TIME FOR PROJECT CONSIDERATION

If you want a NAF project in the FY-04 program. The nominations for consideration for FY-04 are due here with Echelon II scoring completed by June 1. We are happy to assist you with advice on completing the pre-INVS and/or full INVS and to provide reviews of draft documents. The documents you need for this have been revised for FY-04 to include provisions for Anti-Terrorism/Force Protection concerns.

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THE GREAT PRETENDERS...Great emphasis has been placed on "the natural look" in flooring. Unfortunately, stone, wood, and tiles are beyond the budgetary reach of most projects. Help, however, is on the way.

The new generation of resilient flooring includes surfaces that look so much like natural materials that you might be tempted to touch them to find out for sure. One characteristic of newer resilient flooring that fools the eye is the new matte-like, satin-gloss finishes. The perception in the past was that a new floor should be shiny and bright. Now customers like a more natural distressed or matte-finish look.

Resilient flooring also has improved resistance to ripping, tearing and gouging, as well as better warranties, even in the lesser expensive products. Quality resilient flooring also has stain, moisture, and mildew protection. So the next time you think of a tile, stone, or wood floor, remember the alternative that has the same look but is less expensive. Contact PERS656D7 for more info.

WHY USE URETHANE MILLWORK?..Urethane millwork can replicate the intricate wood moldings and provide installation at a reduced cost. Additionally, its time saving quality and low maintenance aspect appeals to the end user. Presently it's available in numerous profiles for both interior and exterior millwork from a variety of manufacturers.

One of urethane millwork's best assets is its ability to reproduce historical and authentic-looking molding. Others qualities are its resistance to decay, splintering, insect infestations, and water penetration, making this product great to use in all types of climates. Furthermore, these products perform excellently in areas that incur high levels of rain, salt spray, or extreme temperatures. Produced in a smooth finish with an exterior-grade, ultraviolet stable coating applied, it readily accepts paints and displays a superior look.

As technology has continued to advance, quality urethane products have grown in popularity. Once considered a "gee whiz" of the eighties and nineties, it is now a standard building material. For additional information, contact P656D6.

THE MORE THINGS CHANGE THE MORE THEY SEEM TO STAY THE SAME...Does your Master Chief get nostalgic whenever he uses the locker room at the gym and says that it looks the same way it did when he was a Seaman? Maybe it's time to consider updating the locker room and restroom.

The three areas of consideration for locker room restroom design are cleanliness, cost-effectiveness, and safety. These three considerations don't always go together but with proper planning you can achieve harmony. Your Facilities Design staff at NPC is available to assist your activity with recommendations of appropriate lockers, vanities, partitions, plumbing fixtures, wall finishes, and flooring to meet your budget.



POLICY & MANAGEMENT ASSISTANCE BRANCH

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NEW CANCELLATION CLAUSE FOR AIR SHOW AGREEMENT

In response to several requests to fashion a more flexible cancellation clause for air show performers and suppliers due to the 9/11 attacks, the sample Air Show Agreement has been modified. Please see new paragraphs 5 and 6 in the sample agreement found on the Policy and Management Assistance web page under Air Show Policy [www.mwr.navy.mil/mwrprgms/facdocs/airshow.rtf]. These paragraphs may also be used for concessionaires. If there are any questions, please call the MWR Legal Counsel.

FREQUENT FLYER MILES ARE YOURS

The Fiscal Year 2002 DOD Authorization Act has been enacted, which permits Federal employees to retain promotional items, such as frequent flyer miles, for their personnel use. As long as there is no extra cost to the government for these miles, DOD employees may now collect and use these miles for their own private use. They do not need to be used only when flying on government business. They may be used for the personal enjoyment of the government employee. If there are any questions, please call the MWR Legal Counsel.

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USE OF OFFICIAL MAIL BY MWR... Use of official mail is authorized for all correspondence associated with Cat. A and B programs, provided it's not related to ancillary Cat. C functions. Use of official mail is extended to Cat. C programs only when the correspondence to be mailed is associated with Executive Control and Essential Command Supervision (ECECS). Examples of ECECS-type documents that are authorized "official mail" (i.e., authorized to be mailed or shipped at APF expense) include annual budgets, inspection results and follow ups, audit reports, correspondence with other commands, etc. Any routine business mailing, e.g., the day-to-day business of the Cat. C program (including calendars, newsletters, promotions, announcements related to sale of merchandise or services), is a NAF expense and the use of official mail is not authorized. The restriction on use of official mail also applies to Cat. C activities at installations designated Isolated and Remote. For more information, please visit BUPERSINST 1710.11C, OPNAVINST 5218.7B, DODI 1015.10 and the Guide to APF Support for MWR Programs (November 2000).

NEW RULES ON TRAVEL... The Military Management Command has negotiated new agreements with many rental agencies in the United States and abroad. This new agreement provides primary coverage by the rental car company for damage or loss of rental vehicles used for official business as in the past.

Now, however, there are new, broader exceptions that will effect MWR employees in the use of the rental car. In a nutshell, if an employee has an accident, the local Staff Judge Advocate will have to make a determination as to whether the employee was in the scope of their employment at the time of an accident. Usually, as long as an employee is going to or at the work site or going to or from essential places to eat, exercise and worship, the employee would be in the scope of his/her duties. However, drinks with the crowd after work, golfing with buddies, sightseeing or going to ball games, movies, and the theater while on TAD would not normally be in the scope of employment. Under the new policy, if an accident occurs while the employee is in the scope of employment, the command is responsible to pay for damages to the rental vehicle. If, however, an accident occurs while the employee is not in the scope of employment, then the employee is responsible for the damage to or loss of the vehicle.

If you are traveling and use the Government Travel VISA card to rent the vehicle, the VISA card provides insurance coverage for collision, theft, or damage to the rental vehicle. If you are traveling under APF orders and are a frequent traveler (i.e., more than twice a year) you must use the Government Travel Card.

Advice for Travelers: Use your Government Travel Card. If you don't use or don't have a Government Travel Card, check your personal car insurance policy and make sure it covers you when you drive other vehicles, even for work. If it does not currently provide coverage for other vehicles you may drive, then add such insurance to your policy. If your insurance company doesn't offer such coverage, the employee should accept insurance on the rental vehicle offered by the rental car company. This cost is not an employer-cost and must be born by the employee and is not reimbursable. Call the MWR Legal Counsel (PERS-658L) with questions.

MWR SUPPORT SERVICES WORKSHOP...scheduled for March 18-22. Don't miss this opportunity to network, clarify issues, and participate in group discussions! The workshop will focus on issues that are essential to effective and efficient management and operation of MWR Support Services Offices. Additionally, the workshop will provide general information on policy, new initiatives, projects and system updates.

This workshop is designed for business managers, operational directors, administrative officers, and other managers/supervisors with functional responsibilities that include overseeing and preparation of financial documents, appropriated and nonappropriated fund budgets, central cash handling functions, NAF payroll and NAF procurement. Student loading is limited to 25 attendees and the Training Branch (PERS-654) will assign quotas. Registration forms are available on the Training Section of the NPC MWR homepage www.mwr.navy.mil.

MWR'S MARKETING SUPPORT WORKSHOP...is scheduled for April 16-19 in Millington. This workshop will focus on the support aspects that attendees provide to MWR. It will include a review of the trends that are influencing Navy MWR programs and their impact on program delivery. Brand equity plan development will be discussed and several marketing tools will be reviewed and provided to attendees. This will be a hands-on interactive workshop designed to actively involve all participants.

This workshop is designed for Marketing Directors, MWR Public Affairs Officers, or anyone who provides marketing, public affairs, advertising, or promotional support to MWR programs. Tentative agenda items include: Branding - What Is It?; Brand Equity Plan Development; PR Crisis Response Plan; and Trends Impacting Navy MWR.

Registration forms are available from the Training Section (PERS-654) of the NPC MWR homepage www.mwr.navy.mil.

UPCOMING NAVY FLYING CLUB WORKSHOP...The Navy Flying Club (NFC) Program Workshop will be held March 25-27 in Millington. The Workshop is designed for those responsible for the direct management and administration of NFCs. Focus will be on the efficient management and operation of NFCs. We will cover general information on policy - program updates - status of the NFC transition under the administration of the local MWR - aircraft accident statistics - HAZMAT requirements - clarification of current hot issues - questions and answers - group discussion on a myriad of topics, including disposition of T-34B aircraft. For more information or to register, please visit www.mwr.navy.mil/mwrprgms/training1.htm.

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CUSTOMER CARE LINE

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FREQUENTLY ASKED NFC QUESTIONS...

QUESTION: What involvement does the NFC Manager have regarding fiscal oversight requirements, particularly since accounting documents are now maintained at the MWR Business Office?

ANSWER: NFC Managers need to become and remain familiar with MWR NAFI internal control requirements and completely understand their responsibilities for accountability and control of NAF assets. The following publications will prove valuable to NFC Managers in understanding their fiscal responsibilities:

- ❖ DOD 7000.14-R, Vol. 13, DOD Financial Management Regulation (Nonappropriated Funds Policy and Procedures);
- ❖ BUPERSINST 7510.1, Local Fiscal Oversight and Reviews of Nonappropriated Fund Instrumentalities; and;
- ❖ SECNAVINST 5040.3, Naval Command Inspection Program

However, overall, the MWR Director is ultimately responsible to ensure that internal control procedures comply with all the above policies and requirements.

QUESTION: Who should perform periodic NFC cash counts?

ANSWER: The command's internal review process should include procedures for unannounced cash counts quarterly. Additionally, MWR Directors, as well as activity managers, have an equal responsibility to ensure that unannounced cash counts occur at least quarterly.

THE MWR WORLDWIDE INFORMATION DIRECTORY IS COMPLETE...

Yes, the Navy-wide MWR Information Directory has been updated and is being prepared for distribution by the end of January. Through personnel turnovers and transfers, the directory can become outdated fairly quickly. With that said, we intend to keep the directory current and reissue the publication to the field every six to nine months. Unfortunately, due to security and privacy concerns, we cannot post this directory, or any other containing the names of government employees, on the web. Each activity is requested to keep their portion of the directory current by providing updates (via email preferred) to us whenever information changes. The point of contact for the directory is PERS-658D1.



MIS UPDATE... We are starting the NMCI certification process at NPC and once that is complete, the MIS applications will ride the NMCI infrastructure. Pulse Point (and other systems such as BLAS) is currently undergoing NMCI certification. Once certified, we will post the certification number on our web site.

SAP has already been NMCI certified by NAVAIR for their logistics project. NMCI options and costs are available at www.eds.com/nmci. We recently purchased a Navy-wide site license for the web version of KRONOS time management software. We will first implement the software at the Mid-Atlantic region, then schedule future implementations.



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**COMPUTER
SERVICES
BRANCH**

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ARMED FORCES BOWLING CHAMPIONSHIPS...The Armed Forces Bowling Championships will be held at Fort Jackson, SC from April 14-20. Navy Active Duty, Navy Active Reserves, and U.S. Coast Guard Bowlers are eligible to compete. Navy Sports Applications must be submitted to NPC (PERS-651E), 5720 Integrity Drive, Bldg #457, Millington, TN 38055-6510 on or before March 1.

The following information must be submitted with the application: a minimum of three ABC/WIBC sanctioned competitions with high series, average high series, and high single game scores on an official ABC/WIBC approved application/score sheet from 3 different bowling centers in the last 6 months from March 2002; an official certificate from the league secretary of your high series, average high series, and high single games in the last 6 months; and recommendation from either the ABC/WIBC or league secretary. The Navy Bowling Team is comprised of 6-male and 6-female bowlers. The Navy male team will compete in the men's team, double, single, and mixed double event and the women's team will compete in the women's team, doubles, singles, and mixed doubles event.

BOWLING CENTER MANAGERS...The 11th Annual Armed Forces Bowling Conference and International Bowl Expo 2002, will be held at the Hilton Riverside Hotel and Ernest N. Morial Convention Center, New Orleans, LA from June 16-21. Military lodging at per diem rate has been confirmed at the Iberville Suite Hotel. The Trade Show is scheduled from June 19-20. The Military Bowling Program Managers will be meeting in December to finalize with the BPAA registration procedures, scheduling of certification courses, seminars, and transportation issues.

NOW SERVING...burgers, pizza, tacos, and burritos! On October 1, Eurest Support Services (a.k.a. Compass Group) opened a contracted food and beverage operation (via a contract with MWR) in the new Cross Roads Food Court (formerly the Powder Keg) at NSWC Indian Head. Brands include a Pizza Hut Express, Nathan's Famous Hot Dogs, Colombo Frozen Yogurt, Ritazza Coffee and Fresh Grille. If you are interested in contracting or concessionaire agreements for food and beverage operations, contact P655F3.

PLANET X OPENS AT NAS FALLON...The recently renovated Planet X enlisted club (formerly Sportsline) opened on November 25. The generic snack bar in the club was replaced with two Orion Food Systems branded concepts -- Mean Gene's Burgers and Eddie Peppers Mexican. For more information on branding or branded concepts, contact P655F3.

NS EVERETT OPENS A NOBLE ROMAN'S PIZZA EXPRESS...NS Everett opened a Noble Roman's Pizza Express on December 17 via a license agreement between Noble Roman's and MWR to operate the concept. A second location is scheduled to open in early 2002. If you think an MWR operated National Brand license agreement is for you, contact P655F3.

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IMCEA FOODSERVICE AWARD NOMINATIONS...We're seeking nominations to represent Navy MWR for the Irving Rubenstein Memorial Award given each year by IMCEA. The award, formerly known as the "MWR Rookie of the Year Award," is given to a young MWR Manager that has been in the position less than two years. Qualifications to nominate include exceptional management skills and leadership, outstanding P&L performance in their respective programs, and possessing great potential for continued success in MWR. The award will be given at dinner during the ALA/IMCEA Expo in August at Atlanta. This is a great opportunity to recognize one of your outstanding team members. Contact P655F4 for more information and/or a copy of the nomination form.

ENTERTAINMENT...Entertainers have been busy around the globe bringing holiday cheer to Sailors and their families stationed overseas. Warner Brother recording artist, Chad Brock, spent most of December visiting bases in Asia and Pearl Harbor for a Christmas Tour. Tae-Bo expert Billy Blanks kickboxed his way through NAVEUR with stops along the way at schools, hospitals, and fitness centers. In the 5th Fleet, basketball legends Artis Gilmore and Spudd Webb rang in the New Year aboard the USS Port Royal.

LIABILITY INSURANCE FOR PRIVATE GOLF CARTS...is now required (BUPERSINST 1710.11C) for any privately owned golf carts used on a Navy golf course. The owner of the golf cart must carry a minimum of \$100K for single person, \$300K aggregate, and \$100K for property damage. Also, the owner must provide additional liability insurance that covers any passenger permitted to ride in the cart as the same limits established above. The golf course must keep a copy of the insurance policy on file for a period of three years from the date of presentment.



www.mwr.navy.mil

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FINANCIAL MANAGEMENT BRANCH

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HAVE YOU SUBMITTED YOUR MWR APF QUARTERLY EXECUTION REPORT?

Quarterly reports are due no later than 30 days from the end of the quarter. The submittal date for first quarter FY-02 reports is approaching fast. Please review your submittals carefully to ensure proper completions. The upper portion of this report contains formulae which add the SI=MW financial data (middle section) and Non SI=MW financial data (lower section). These formulae must remain intact as the Navy-wide roll up data is based on totals extrapolated from this data. Electronic versions of this report, e-mailed to the POC, are required.

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LOCAL COMMANDS ISSUED OR AUTHORIZED TO ISSUE MWR BUCKS...

MWR Bucks are issued to authorized patrons for special events and other unique programs. The amount to each patron is usually \$15.00 or less. MWR bucks are to be treated the same as cash, except, no change is to be given. There are some restrictions, as MWR bucks can not be used for alcohol or tobacco products. Requests for reimbursement, accompanied by the used MWR bucks should be forwarded to PERS-65 monthly or quarterly. MWR Bucks forms and guidance can be found at www.mwr.navy.mil; click on Finance, and then click on NAF Financial Analysis. Form name is *MWR Bucks Reimbursement Form*.

ROLLOUT OF ADP PCPW PAYROLL...The conversion of Managistics sites to the ADP PCPW product is entering a new phase. We are scheduling this part of the conversion to coincide with the locations that are coming on SAP in 2002. You will be contacted at least 2 to 3 months prior to the conversion of your location, at which time you will be provided more information about the product and training. We're very excited about this new phase and are looking forward to bringing you the new product.

NEW ACCOUNT FOR PROGRAM DISCOUNTS...RAMCAS is preparing to create a new general ledger account to record the value of discount/coupons given to customers for program-related activities. This account will mirror the retail sales discount account (XX-303-XX) in usage for program sales. The account number assigned will be XX-503-XX, which will be authorized for use only with program activities/departments and will be used to reflect the discount against the full sale amount as program revenue in the normal accounts (i.e., XX-501-XX). The program discount account XX-503-XX will be recorded as a contra to the corresponding program revenue. It will be included in the Program Revenue line of the Executive Summary. More information will be released later, including the start date for using this account.

THE SCHEDULED RAMCAS MONTHLY CLOSING...has not changed. It is still ten (10) working days into the following month. For SAP sites, the monthly closing is scheduled for the 10th day of the following month. The events in September caused a number of problems with our closing (offices closed for many days, mail delivery problems, connectivity issues, etc.) and all of us did the best we could. Some delays, which did occur, were expected for the September close.

However, in looking at October through December, an increasing number of locations closed later and later in the cycle. In December, 53% of the Funds closed on the 10th workday or later; in November 78% and October 65%. More than 50 Funds are closing after the 10th workday. This not only creates problems for the RAMCAS, Banking, and Computer Services staff, but it also delays consolidated statements to the Echelons and Navy leadership.

Having everyone closed on the 10th working day of the following month is a top priority for Navy leadership. Please make whatever adjustment is necessary locally to meet the closing deadline. You can review the Closing Schedule for the remainder of FY-02 by going to www.mwr.navy.mil/mwrprgms/ramcas.htm.



MISSION ESSENTIAL BRANCH

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THE 2002 ALL NAVY TRIATHLON TEAM...

will be competing in the Armed Forces
XC Championship in Vancouver, WA
from February 7-11.

THE ALL NAVY BOXING TEAM...

will be competing in the Armed Forces
Boxing Championship at Camp Le-
jeune, NC from February 10-15. Every-
one is invited to attend both of these
outstanding military championship
events.

THE 2002 ALL NAVY/ARMED FORCES SPORTS CALENDAR...is out. It can be viewed on the Navy Sports web site at www.mwr.navy.mil. All qualified Navy personnel are encouraged to apply to represent Navy in national and international level sports competition.

LTJG HARRY JACKSON...recently competed in the Olympic Trials at Park City, UT in the Skeleton. LTJg Jackson finished 13th in the competition but, unfortunately, failed to qualify for this year's Olympic Team.

2001 DOD FITNESS CENTER STANDARDS...Thanks to all who responded to the report. We had 82 installations reporting on 136 Fitness Centers. Of these, 33 centers meet all standards. Of the other 103, 48 were close to achieving all core standards. The other 55 centers still have significant challenges they need to overcome. As with previous reports, facility and staffing issues were the areas of highest concern. The numbers indicate that we are continuing to improve in the area of fitness.

FY-02 FITNESS EQUIPMENT FUNDING PROGRAM...

Congratulations! 100% of the bases have responded to the program. Orders are making their way to vendors and several bases have already started receiving their equipment. Regional Supply Offices are placing the orders and they should contact the MWR POC at the same time the order goes to the vendor. We will also try to contact the bases as we are informed of the orders being placed. To be prepared, contact your local Supply Department and give them a heads up that the order will be coming their way. The request you submitted to PERS-651 is the same order that went to supply. The bases with changes were contacted individually.

FY-02 FITNESS AND LIBERTY NAF PROGRAM GRANTS...

Grant funding was sent to the field in January. The money will show up in 17/62-562 account. We distributed 70 Fitness and 57 Liberty grants for \$2,000 each. All bases that submitted a request received a grant. Each recipient is required to send an After Action report to PERS-651 upon completion of their program/s. Thank you for the many requests. We only regret that we were not able to provide more funding.

FY-02 FITNESS TRAINING...Thanks to all of the 105 Navy Fitness personnel who attended the Athletic Business Conference December 4-8 in Orlando. There are several other opportunities to attend fitness training this fiscal year. Applications for fitness training are being accepted by the MWR Training Branch (PERS-654). Applications for all twenty-three Command Fitness Leader (CFL) classes are also being accepted. Information on the CFL classes is available at www.mwr.navy.mil, click on [Mission Essential Branch](#). The MWR Advanced Fitness Course (Kings Bay, March 11-15) is currently accepting applications. The two Biomechanics courses (Everett, June 18-20 and Mayport, July 9-11) will be announced about 3 months prior to the course by the MWR Training Branch. The hosting bases will handle registration for the Group Exercise Leader Courses (Naples, April 2-4 and Yokosuka, August 13-15).

FITNESS PROGRAM SPOTLIGHT...Basic Circuit Line (Selectorized Equipment). As per the BUPERSINST 1710.11C and the recent Navy Fitness Standards, each Fitness Center should have at least one strength training circuit line. The line must consist of at least one machine for each muscle group and be arranged in a manner to allow patrons to train the largest muscle groups first and then proceed to the smaller muscle groups. We recommend the following machines in this order for your basic circuit:

- | | |
|------------------------|--------------------------------|
| 1. Leg Extension | 8. Low Row |
| 2. Leg Curl | 9. Lat Pull Down |
| 3. Leg Press | 10. Shoulder Lateral Raise |
| 4. Chest Fly | 11. Shoulder Press |
| 5. Chest Press Regular | 12. Triceps Extension or press |
| 6. Chest Press Incline | 13. Biceps Curl |
| 7. Lat Pullover | 14. Abdominal |
| | 15. Low Back |

The brand of equipment used can vary. If you have questions about brands of equipment to purchase, please give us a call.

Your members should follow a training frequency of three days per week. They should start with one set per machine and do 8 to 12 repetitions for each set. Each repetition should take about 6 seconds (2 seconds lifting and 4 seconds on the negative) and the members should be taught to exhale as they are lifting the weight. They should go from machine to machine with as little (30 to 60 seconds) rest as possible. When they are able to do 12 complete reps, they should increase resistance weight by 5%. If members want to do two or three sets per machine, they should do all sets on one machine prior to moving to the next machine. One set can be effective as two or three if the members are fatiguing the target muscles during the exercise. Remember that the muscles need at least 48 hours recovery time before the next lifting session.

The workout should take 30 to 40 minutes. Throw in a cardio workout (at least 20 minutes) and the member has a very effective workout that takes less then 90 minutes 3 days per week.

For those people who can't make it to the gym 3 days a week, have them do the same workout twice a week and they will still see good benefits. The above format done one day a week is still effective and should be encouraged as a minimum training option.

For those members who "don't have the time to strength train" but are doing cardio, you can put them on a "mini-program." Have them do one set, 8-12 reps on only 5 machines before or after they do their cardio. The machines to use are leg press, incline press and low row, low back and abdominal. By doing these 5 machines, they will hit all the muscles of the body in about 10 minutes. Not a bad investment of time!

Remember that lack of time is a major obstacle to getting people in our facilities. The basic circuit is the perfect solution for people of all ages, gender and fitness level.

